



The Academy of Medical Office and Business Management

This two-year program is for students who are interested in pursuing a career in medical office administration, with administrative knowledge including patient scheduling, medical record maintenance, insurance submission and processing, and medical ethics and law (HIPPA). Students will learn how to apply management and motivational theories to real-life business situations utilizing Microsoft Office applications and practice management software. Upon graduation, students will be able to work as a medical receptionist or administrative assistant, or with further education, become a medical coding and insurance specialist, medical office manager, or health care administrator. This Pathway is recommended for students who may wish to pursue a career in the administrative medical field. **NEW** to this program will be four week rotations during Level I and two rotations during Level II. See the courses and credits section for more information.

Skills necessary for success in the medical workplace:

- Attendance and punctuality
- Willingness and desire to succeed
- Positive attitude
- Management and leadership
- Strong written and oral communication skills
- Office technology skills
- Understanding of medical ethics and law (HIPPA)
- Medical filing and medical forms

Professional pathway:

- Medical office manager
- Medical billing and coding specialist
- Medical office receptionist
- Administrative medical assistant
- Health care administrator

Higher education opportunities:

- College credits available. See page 36.
- Industry credentialing and certification
- Associate's degree
- Bachelor's degree
- Master's degree

GRADE LEVEL: 10, 11, 12
LENGTH: Two years
SCHOOL: Cuyahoga Falls

COURSES & CREDITS

Level I: Four 9 week rotations of Business Foundations, Human Resources, Medical Terminology, and Medical Office Management, 1; CP English, 1

Level II: Two 9 week rotations of Medical Terminology and Medical Office Management Semester four option choice of Enrichment Extension or 9 - 18 week internship/externship/job experience